

Sample Contract Termination Letter with Notice Period Form

This **sample contract termination letter** with notice period form provides a clear and professional template for formally ending an agreement. It ensures all legal requirements and notice timelines are properly communicated. Use it to maintain transparency and avoid disputes during the termination process.

Contract Termination Letter Sample

Your Name:

Your Address:

Date:

Recipient Name:

Recipient Address:

Subject:

Letter Content

Dear [Recipient Name],

I am writing to formally notify you of the termination of our contract, dated [Contract Date], for [Contract/Service Description]. As per the terms and conditions of our agreement, this letter serves as the required notice period of [X days/weeks/months] effective from the date of this letter.

The contract will officially end on [Termination Date]. Kindly acknowledge receipt of this letter and the termination date. Please let me know if there are any outstanding matters that need to be addressed before the conclusion of our agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

Signature

Signature: